

HUMAN RESOURCES OFFICE ATSUGI JAPAN VACANCY ANNOUNCEMENT ** AMENDMENT **

ANNOUNCEMENT NUMBER: SN-001-16

TITLE/SERIES/GRADE: Contract Performance Representative SN-1101-09/10

SALARY RANGE: SN-09: S\$57,799.00 – S\$95,374.00; SN-10: S\$63,869 – S\$105,389;

NUMBER OF VACANCIES: One (1)

OPEN DATE: 06 Jan 2016

CLOSING DATE: 29 Jan 2016

LOCATION: PWD (Public Works Department) Singapore, Facility Support Contract (FSC) Management & Facility Services (FMFS) Branch, Operations Officer, NAVFAC (Naval Facilities Engineering Command) Far East, Yokosuka

AREA OF CONSIDERATION: All residents of Singapore (excluding U.S. citizens and permanent residents of the U.S.). Non Singaporean Citizens who apply must be in possession of a Singapore Blue Identity Card in order to be considered for this position.

Applicants who applied under vacancy announcement SN-013-15 need to reapply.

**** VACANCY ANNOUNCEMENT AMENDED TO EXTEND CLOSING DATE FROM
20 Jan 2016 to 29 Jan 2016****

RPA NUMBER (HRO USE ONLY): 294558

NOTES:

1. Selectee may be appointed under a Services Agreement (SA) for one year. A SA is an agreement entered into by the U.S. Government and an individual, thereby establishing an employer-employee relationship. The agreement may be extended by the Government for up to an additional (nine) one-year periods. The total term of the agreement shall not exceed ten years. If both parties desire to continue the relationship after ten years, a new agreement must be drawn up.
2. This position has promotion potential to the SN-10 grade. If selected below the full performance level, incumbent may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements (time in grade), and upon the recommendation of management. Promotion is neither implied nor guaranteed.
3. Miscellaneous Benefits Allowances are in addition to the base pay shown above.
4. Must be able to obtain a satisfactory background check as a condition of employment.
5. Incumbent must maintain eligibility for continuous unescorted access to Changi Naval Base and Paya Lebar Air Base.
6. Selectee will be required to successfully complete a pre-appointment physical examination prior to entrance on duty.
7. Must be able to obtain and maintain a valid Singapore Driver's license.

8. Must be able to sit, stand, walk, kneel, crouch, and stoop for extended periods. Must also be able to climb ladders, enter manholes, carry light to medium objects, going beneath buildings or on rooftops, and anything else required to properly determine and/or evaluate site conditions, scopes of work and observing the outcome of repairs or alterations to buildings and services to facility systems and grounds. Must be able to lift, pull or push field equipment and tools. This may include, but not limited to ladders, odometers, and camera equipment.

9. Work performance may be indoors and outdoors. May be exposed to extreme temperatures, dust, dirt, poor ventilation, and dampness. May be assigned to observe work in areas where certain potential or harmful physical chemical agents are present. These agents may include, but not limited to fumes, lead based paints, asbestos, dust, noise, heat, non-ionizing radiation, and chemicals etc.

DUTIES: This position is located at the Public Works Department (PWD), Singapore. The incumbent performs a wide range of contract and performance assessment duties including direct oversight of the contractor's Quality Management System program, pre-proposal performance assessment tasks, post-award performance assessment and performance of contract administration functions. Reviews contract specifications for compatibility with the administration of performance assessment methods and procedures; prepares performance assessment plans and assessment schedules; develops draft contract specifications when required; recommends variations in planned assessment methods and procedures to meet unusual problem situations. Conducts on-site assessment of Facility Support Contracts to observe work performance and methods employed to ensure compliance with specifications and drawings, and to ensure that required and proposed safety practices are performed in conjunction with work performance, and to monitor and document the utilization of Navy supplies, equipment and materials where Government furnished.

QUALIFICATION REQUIREMENTS: In order to qualify for this position, your résumé must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your résumé is the key means for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to submit a thorough résumé that directly relates to this position.

SN-09: One (1) year specialized experience equivalent to at least the SN-08 level to qualify for SN-09

SPECIALIZED EXPERIENCE AT THE SN-08 LEVEL is defined as experience in technical work such as assisting with on site assessment evaluation of the performance of contracts, assisting in preparing detailed reports of each assessment conducted for quality assurance and compliance.

SN-10: One (1) year specialized experience equivalent to at least the SN-09 level to qualify for SN-10

SPECIALIZED EXPERIENCE AT THE SN-09 LEVEL is defined as experience in technical work such as conducting on site assessment evaluation of the performance of contracts, preparing detailed reports of each assessment conducted for quality assurance and compliance.

EDUCATION: Technical education certificate or Diploma in Business Administration is desirable but not required. Please submit a copy of your college transcript or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package.

TIME-IN-GRADE REQUIREMENTS (TIG): Applicants must meet COMLOGWESTPAC 12200 time-ingrade requirements for promotion to the next Singapore National (SN) grade. A minimum period of 52 consecutive weeks in grade is required to be eligible for promotion to the next higher grade within SN-05 to SN-12 inclusive. TIG restrictions apply to any candidate who within the previous 52 weeks held a SN or other creditable service position under nontemporary appointment. TIG must be met by the closing date of this announcement.

EVALUATION FACTORS: This position utilizes the following competencies:

1. Knowledge of contract performance assessment methods, standards, and procedure including use of Contractor Performance Assessment System.
2. Ability to develop performance and functional assessment plans and schedules to assess compliance with contract requirements.
3. Knowledge of technical requirements, work procedures, and performance assessment methods governing facility support operations.
4. Ability to conduct office and site observation, assessment, and documentation of contractor plans and performance for compliance with contractual requirements, provide notification of results, and recommend corrective actions if required.
5. Knowledge of Microsoft Office Suite for writing, maintaining inventories, tracking contractor performance ratings, reports, and briefings.

INQUIRIES REGARDING THIS VACANCY: Please call the Human Resources Office (HRO) at 6750-2568.

HRO ATSUGI VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the **Area of Consideration** for each vacancy announcement.

HOW TO APPLY: Application and forms must be **received** in the **Human Resources Office, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759657** by **1500** of the closing/cut-off date of the announcement. **Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement.

Failure to submit required forms/information or to meet the closing/cut-off date will result in a loss of consideration for the position for which you are applying. E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

Submitting your application by regular mail is strongly encouraged. If, however, you are submitting via other methods (**including ALL courier services**), please contact the HRO at least **5 working days in advance.**

FORMS/INFORMATION REQUIRED:

1. Singapore Local National Application Form **OR** Optional Application for Federal Employment (**OF 612**) **OR** résumé **OR** other written format. Required forms are available at HRO Website http://www.cnic.navy.mil/regions/cnrj/om/human_resources/Other_Local_National_Jobs.html
2. **Résumé and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Singapore Identity Card (NRIC) number, country of citizenship.
 - If you are not a Singaporean citizen, proof of your residency status in Singapore (copy of your permanent residence card).

- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours worked per week**, & salary. Include all relevant experience, whether it was paid or unpaid work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state so clearly on the résumé or application.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- **An original signature and date.**

3. **SF-50 copy – MUST submit most recent copy if current or previous federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR).**

4. Copy of Official College Transcript (if applicable). **Please refer to “Education” information above.** Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment.

5. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills and abilities) as required by the announcement.

6. Copy of most recent performance appraisal.

7. All other forms and information required in the specific vacancy announcement.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles that may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. Applicants with Disabilities who have questions regarding accommodations available in the overseas area should contact the Disability Program Manager at COMM 011-81-46-816-8163, DSN 315-243-8163

REVISED: 8 Sep 2014

Supplemental Evaluation Statement

Name: _____

Announcement Number: SN-001-16

Position: Contract Performance Representative, SN-1101-10

The following knowledge, skills and abilities (KSAs) will be used in the evaluation process. You must describe your level of each KSA, relating your attainment to work experience, education and training. Each element must be addressed separately. Failure to address KSAs may result in NOT being referred for consideration. If you require additional space, you may continue on a separate sheet of paper and attach to this form.

1. Knowledge of contract performance assessment methods, standards, and procedure including use of Contractor Performance Assessment System.

2. Ability to develop performance and functional assessment plans and schedules to assess compliance with contract requirements.

3. Knowledge of technical requirements, work procedures, and performance assessment methods governing facility support operations.

4. Ability to conduct office and site observation, assessment, and documentation of contractor plans and performance for compliance with contractual requirements, provide notification of results, and recommend corrective actions if required.

5. Knowledge of Microsoft Office Suite for writing, maintaining inventories, tracking contractor performance ratings, reports, and briefings.